



City of Santa Barbara

COMMON QUESTIONS REGARDING MAILED NOTICING FOR DESIGN REVIEW PROJECTS

What is mailed noticing and why is it a requirement?

Mailed noticing is a requirement in the design review process to provide neighboring property owners (within 100 feet of a project) an opportunity to be heard at a public hearing regarding the development proposed in their neighborhoods. The Mailed Noticing Ordinance #4995 was adopted by City Council on December 17, 1996, and was intended to allow interested parties an early opportunity to learn and ask questions about neighborhood compatibility, aesthetics and architectural design issues. Interested party public comments can provide additional insight based on local knowledge to the design review decision-making bodies. Also, opportunities for mutually agreeable outcomes between interested parties appear to increase when project discussions occur early in the review process.

How do I know if my project requires mailed noticing?

Refer to the list of project types on the back of this handout that require mailed noticing for design review (Architectural Board of Review (ABR) and Historic Landmarks Commission (HLC)) meetings. Planning Staff can assist you in determining if your project is subject to the noticing requirement.

Who prepares the mailing lists and what are the costs?

Applicants are responsible for preparing the mailing lists; however, for a fee the City will prepare the mailing lists. Please contact the Planning Counter at (805) 564-5578 for the most current fee information.

If my project is subject to the mailed noticing requirement, when can my project be placed on an ABR or HLC agenda?

Since the notice must be mailed ten days prior to the hearing date, projects scheduled for ABR or HLC meetings will require the submittal deadline to be extended an additional week in order to be placed on an agenda. The submittal deadlines will now be two weeks prior to the date of ABR and HLC meetings.

Once all property owners within 100 feet of my project have been noticed, will I need my neighbors' approval in order to have my project approved by the City?

No approvals are necessary from neighboring property owners. Public comments will be allowed during review of the project by the ABR or HLC prior to their decisions.

What issues should neighbors focus on when commenting on a project before ABR and HLC?

The ABR and HLC are design review boards appointed by City Council to focus on neighborhood compatibility, aesthetics and architectural design issues. Comments on private views, privacy and zoning issues are not within the ABR's or HLC's authority.

LIST OF PROJECT TYPES THAT REQUIRE MAILED NOTICE AT DESIGN REVIEW CONCEPT LEVEL

- New single residential units or one-story duplex units;
- Additions of over 500 square feet or a new story to a single residential unit or one story duplex unit;
- New multi-unit residential buildings or two story duplexes units;
- Additions of over 500 square feet or changes resulting in an additional residential unit in a multi-unit residential building;
- Small non-residential additions of 1,000 to 3,000 sq. ft. (Development Plans);
- Improvements or upgrades to neighborhood markets in residential zones that require discretionary review by the City;
- Improvements or upgrades to residential properties in the M-1 zone that require discretionary review by the City;
- Projects involving substantial grading or exterior lighting; or
- Projects that would not otherwise require mailed noticing and that in the judgment of the Architectural Board of Review or Historic Landmarks Commission or the Community Development Director could result in a significant or substantial deprivation of property rights of other landowners, such as wireless facilities.

NOTE: Projects that need Modification Hearing Officer or Planning Commission action may not require additional mailed noticing at ABR and HLC.